

AmeriCorps*VISTA

Application Process

1. Step I: Concept Paper
 - a. Executive Summary
 - b. Strengthening Communities
 - i. Poverty-related need identified
 - ii. Describe how project will strengthen organization's capacity to address need.
 1. Project outcomes
 2. Strategies to be used to meet outcomes
 3. Measurement of success
 - c. Program Management
 - i. Length of time to complete project
 - ii. Supervision of project and members; additional training'
 - d. Organizational Capacity
 - i. Manage proposed program
 - ii. Other available resources identified
2. Step II: Project Application
 - a. Narrative
 - i. Executive summary
 - ii. Needs and activities
 - iii. Strengthening communities
 - iv. Recruitment and development of members
 - v. Assignment description (see pages 11-12)
 - vi. Project management
 - vii. Organizational capacity
 - b. Project Plan (see pages 8-10)
3. Cost Share Opportunity (pages 13--14)
4. Expectations for partnering organizations (to be included in a site memorandum of understanding)
 - a. Work Space- Daily
 - b. On Site Orientation & Training Plan (OSTA) required of the VISTA sponsor in partnership with the site; formal orientation to program
 - c. Communication needs: internet, phone, computer, fax, etc.
 - d. Direct Site Supervisor: Someone to provide guidance, support and who will otherwise work closely with the VISTA on the project plan.
 - e. Mileage- On the job mileage. (Unless it is agreed to pay the VISTA's mileage)
 - f. Site Supervisor Orientation- Attendance at a VISTA Supervisors Orientation in Albuquerque is mandatory.